



STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

July 1, 1997

TO: All Agencies Statewide

FROM: Procurement Officer

SUBJECT: Change No. 6
SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

COUPON PRICE

Effective July 1, 1997 the **price per inter-island coupon from Aloha Airlines is decreased to \$36.66.**

REISSUANCE OF EXPIRED "G" COUPONS

This is to advise you of Aloha Airlines procedure for reissuing expired "G" coupons. Attached is a copy of the "Request for Reissue" form which **must** accompany all expired coupons. On the form, please completely fill out the necessary information which includes: expired coupon serial numbers, mailing address, signature of authorized party, and send all expired coupons attached to the "Request for Reissue" form to the Aloha Airlines Sales Office, via **certified mail**.

PRICE LIST EXTENSION

All "G" coupons issued on or after July 1, 1997 will be imprinted with a **two-year validity**, i.e. a coupon issued July 3, 1997 will have an expiration date of July 3, 1999. Therefore, Aloha Airlines will not reissue on any coupon that has been issued within the extended contract period of July 1, 1997 through June 30, 1998. These coupons **will** expire after the two year period.

FRIENDLY REMINDERS

- Reservation for "G" coupon usage **must** be made directly with Aloha Airlines reservations offices. Purchase of "G" coupons from other than Aloha Airlines is prohibited.
- Agencies are encouraged to consolidate orders, and if at all possible, to order 10 or more coupons per purchase order.

Any questions relating to this price list may be directed to Mrs. Corinne Higa at 586-0568.

ROBERT J. GOVERNS, CPPB
Procurement Officer

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

May 21, 1997

To: All Agencies Statewide

From: Procurement Officer

Subject: Change No. 5
SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

Subject price list is extended to June 30, 1998.

Any questions relating to this price list may be directed to
Mrs. Corinne Higa at 586-0568.

ROBERT J. GOVERNS, CPPB
Procurement Officer



STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

March 4, 1997

TO: All Agencies Statewide

FROM: Procurement Officer

SUBJECT: Change No. 4
SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

Effective March 7, 1997 the **price per inter-island coupon from Aloha Airlines is increased to \$38.05.**

The price increase is a result of the reinstatement of the 10% domestic passenger ticket/coupon tax for travel.

This 10% tax shall apply to all amounts received by Aloha Airlines on or after March 7, 1997. **All payments** received by Aloha **on or before March 6, 1997** shall not be subject to this 10% assessment. All payments received by Aloha **on or after March 7, 1997** shall be subject to this 10% assessment.

Any questions relating to this price list may be directed to Mrs. Sharon Koga at 586-0562.

ROBERT J. GOVERNS, CPPB
Procurement Officer

**STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII**

February 26, 1997

TO: All Agencies Statewide

FROM: Procurement Officer

SUBJECT: SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

IMPORTANT NOTICE

Aloha Airlines has advised us that the 10% domestic passenger ticket tax may soon be reinstated. If and when this tax goes into effect, all purchase orders or payments received by Aloha Airlines after the effective date will be subject to the 10% tax assessment.

Therefore, agencies interested in buying travel coupons should expedite their purchases or payments to Aloha Airlines as soon as possible, prior to the effective date of the tax assessment, in order to avoid an additional charge.

Questions relating to this notice may be directed to Mrs. Sharon Koga at 586-0562.

ROBERT J. GOVERNS, CPPB
Procurement Officer

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

January 2, 1997

To: All Agencies Statewide
From: Procurement Officer
Subject: Change No. 3
SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

Effective January 1, 1997 the **price per inter-island coupon from Aloha Airlines is decreased to \$34.59.**

The price decrease is a result of the expiration of the federal aviation excise tax on airline tickets.

Any questions relating to this price list may be directed to Mrs. Sharon Koga at 586-0562.

ROBERT J. GOVERNS, CPPB
Procurement Officer

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

December 3, 1996

To: All Agencies Statewide
From: Procurement Officer
Subject: Change No. 2
SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

Effective January 1, 1997 the **price per inter-island coupon from Aloha Airlines is increased to \$38.05.**

The price increase is a result of an increase in Aloha Airline's fuel costs as allowed per the contract.

In the future, any questions relating to this price list may be directed to Mrs. Sharon Koga at 586-0562.

ROBERT J. GOVERNS, CPPB
Procurement Officer

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

August 22, 1996

To: All Agencies Statewide

From: Procurement Officer

Subject: Change No. 1
SPO Price List No. 96-62 (All Islands)
Inter-Island Airline Coupons (IFB-96-220-OHMK)

On August 27, 1996, the 10% domestic passenger ticket tax will be reinstated. **Accordingly, the bid price per inter-island coupon from Aloha Airlines is increased to \$36.23.**

This 10% tax shall apply to all amounts received by Aloha Airlines on or after August 27, 1996. All payments received by Aloha on or before August 26, 1996 shall not be subject to this 10% assessment. All payments received by Aloha on or after August 27, 1996 shall be subject to this 10% assessment.

In order to effect as smooth a transition as possible, agencies are requested to follow these guidelines:

1. Any purchase order issued and processed for payment but received by Aloha on or after August 27, 1996 will be subject to the 10% tax. Aloha will automatically bill agencies whose payments are subject to this tax; agencies are requested to issue new purchase orders to pay for this additional amount.
2. Any purchase orders issued but not yet processed for payment will be subject to the 10% tax. Agencies are requested to automatically include the 10% tax on all payments to be processed, even if Aloha's invoice does not reflect this amount.
3. Any purchase orders issued hereafter shall be based on the new bid price of \$36.23 per coupon.

Agencies are also reminded of the following details, which are often overlooked but very important in processing your orders:

1. Purchase orders shall be mailed to Aloha at 2255 Kuhio Avenue, Suite 901, Honolulu, HI 96815. **Do not mail p.o.s to the P. O. Box address.**
2. Any agency wishing to pick up coupons from a ticket office must present the **original hard copy** of the purchase order at the time of pick-up. Agency shall designate on the purchase order the ticket office location for pick up.
3. Agencies must include the name and telephone number of a contact person, should there be any questions regarding the order.
4. Agencies are urged to order coupons in bulk whenever possible. This will minimize costs associated with purchase order processing and Aloha's administrative costs as well.
5. In the future, any questions relating to this price list may be directed to Mrs. Sue Korus at 586-0571.

Thank you for your kind attention and for the tremendous effort put forth in expediting payments to Aloha Airlines.

ROBERT J. GOVERNS, CPPB
Procurement Officer

STATE PROCUREMENT OFFICE

SPO PRICE LIST NO. 96-62 (All Islands)
Replaces SPO Price List No. 93-65

INTER-ISLAND AIRLINE COUPONS
(IFB-96-220-OHMK)

July 1, 1996 to June 30, 1997

PURCHASE ORDERS for inter-island airline coupons can be mailed to Aloha Airlines, Inc. at the following location:

Aloha Airlines, Inc.
2255 Kuhio Avenue, #901
Honolulu, Hawaii 96815
Telephone No. 926-8890

Purchase orders can also be faxed to Aloha Airlines at Fax No. 926-0442, provided that a hard copy of the purchase order is mailed to the above-listed address with a "*CONFIRMATION ONLY*" notation to avoid a duplicate order.

PAYMENTS shall be processed using the following information:

Aloha Airlines, Inc.
P. O. Box 29938
Honolulu, Hawaii 96820
Vendor Code: 665-00

BID PRICE per coupon is **\$32.94**, which is based on a regular unrestricted one-way fare for travel between Honolulu, Hilo, Kona, Kahului, and Lihue. The bid price includes costs for delivery or mailing of coupons and all applicable taxes. **The bid price does not include any costs associated with mileage programs; employees shall therefore not be entitled to any mileage credits.**

Agencies are advised that, in the event the airline industry is assessed a user fee by the federal government, this fee shall be passed on to agencies under this agreement via a price increase. Further, in the event of a significant increase in the cost of jet fuel, this increase will also be passed on in the form of a price increase. Similar decreases in jet fuel costs will also be passed on.

INFORMATION to be included on the purchase order:

1. Quantity of coupons to be purchased
2. Name and telephone number of requisitioner or responsible party
3. Exact mailing or delivery address
3. Exact billing address
4. SPO Price List No. 96-62
5. Pickup location, in case agency wishes to pick up coupons

COUPONS FOR AGENCIES ON OAHU shall be delivered in person or mailed via certified mail within five (5) working days following Aloha's receipt of purchase order. Coupons can also be picked up by agencies at any of the following ticket offices:

1. 1046 Bishop Street,
2. Sears at Ala Moana Center,
3. Sears at Pearlridge Center,
4. Sears at Windward Mall, or
5. Aloha Airlines' ticket counter at the airport

Any agency wishing to pick up coupons shall first fax the purchase order to the sales office (fax no. 926-0442) and then present the hard copy of the purchase order (marked "*CONFIRMATION ONLY*") to the ticket office at the time of pick-up. Agency shall indicate on the purchase order a request for pick-up and shall also note the pickup location. Coupons will be available for pick up within five (5) working days following Aloha's receipt of purchase order.

Emergency orders will be accepted via telephone (telephone no. 926-8890) for Oahu-based agencies only. Emergency coupons will be available for pick-up within six (6) hours after notification by the agency at Aloha Airlines' Sales Office located in Waikiki at 2255 Kuhio Avenue, Room 901. A hard copy of the purchase order shall be presented at the time of pick-up.

COUPONS FOR NEIGHBOR ISLAND AGENCIES shall be mailed via certified mail within five (5) working days following Aloha's receipt of purchase order. Coupons will also be available for pick up by agencies at Aloha's airport ticket counter. Any agency wishing to pick up coupons shall first fax the purchase order to the sales office (fax no. 808-926-0442) and then present the hard copy of the purchase order (marked "*CONFIRMATION ONLY*") to the airport ticket counter at the time of pick-up. Agency shall indicate on the purchase order a request for pick-up; coupons will be available for pick up within five (5) working days following Aloha's receipt of purchase order.

Agencies will not be responsible for any coupons lost or damaged which are sent via other than certified mail. The risk of loss or damage to the coupons during the period of delivery shall be the responsibility of the Contractor until the agency actually takes possession of the coupons, as verified by signature of recipient or in the case of mailed coupons, a returned certified receipt.

COUPON EXPIRATION. Each coupon shall be valid for twelve (12) months from date of issuance. The expiration date shall be stamped on each coupon purchased. Upon request by the agency and within one month prior to expiration, the Contractor shall extend the validity of an expiring coupon for one additional twelve (12) month period. This extension shall be done at no cost to the agency.

RESERVATIONS shall be made by calling any one of the reservations offices at numbers listed below:

Oahu - 484-1111; Hilo/Kona - 935-5771; Maui - 244-9071; Kauai - 245-3691

Do not book reservations through a travel agency. Aloha Airlines has created a new class of service to accommodate agencies under this agreement. For this reason, at the time of booking flights, agencies must advise the Aloha reservations' agent that traveller will be using a "G" COUPON purchased through the State of Hawaii contract. The "G" COUPON has been color-coded Indigo Blue.

PURCHASE ORDERS must be received by Aloha Airlines no later than June 30, 1997. It is the responsibility of each agency to insure that purchase orders are sent to the vendor on a timely basis. Vendor is not obliged to accept any purchase order received after the price list expiration date. In the interest of minimizing both purchase order processing and vendor's delivery costs, agencies are urged to order coupons in bulk whenever possible.

STATE'S COMMITMENT. Pursuant to Section 3-121-6, Hawaii Administrative Rules, the following agencies have committed to purchase all inter-island airline coupons from this price list: the Executive Branch (**excluding the University of Hawaii**), the Judiciary, and the County of Maui.

EXCEPTION TO PRICE LIST. It is provided, however, that in those instances when this price list is not suited

to an agency's purpose, exception may be granted to the agency by the Administrator of the SPO. This request for approval shall be submitted on SPO form "Request for Authorization to Purchase Outside of the Price List".

"SPO PRICE LIST NO. 96-62" shall be typed on purchase orders issued against this price list.

QUESTIONS relating to this price list may be directed to Mrs. Connie Chun at 586-0569.

ROBERT J. GOVERNS, CPPB
Procurement Officer